



AGENDA

LANE REGIONAL AIR PROTECTION AGENCY
MONTHLY BOARD OF DIRECTORS MEETING
TUESDAY OCTOBER 17, 2023
12:15 P.M.

Virtual Participation

By Video: <https://us02web.zoom.us/j/82551664224>
By Audio: +1 253 215 8782
Meeting ID: 825 5166 4224

In-Person Participation

LRAPA
1010 Main Street
Springfield, OR 97477

[Note: Start times for agenda items are approximate.]

CALL TO ORDER:

1. **Call to Order** (12:15 p.m.)
2. **Adjustments to Agenda** (12:15 p.m.)
3. **Public Participation (time limited to three minutes per speaker)** (12:20 p.m.)
 - A. **Comments on an Item on Today's Agenda**
 - B. **Comments on a Topic Not Included on Today's Agenda**

(Note: This is an opportunity for the public to bring up unscheduled items. The Board may not act at this time but, if it is deemed necessary, place such items on future agendas. Issues brought up under this agenda item are to be limited to three minutes' speaking time by the person raising the issue. If additional time is necessary, the item may be placed on a future agenda.)
4. **Comments from Board Members** (Note: This is an opportunity for Board Members to bring up unscheduled items regarding today's public comments, and/or written/electronic comments they have received. The board may not act at this time but if it deems necessary place such items on future agendas.)
5. **Consent Calendar** (12:25 p.m.)
 - A. Approval of Minutes for September 14, 2023 Board of Directors Meeting
 - B. Approval of Expense Reports July and August 2023
6. **Citizens Advisory Committee** (12:30 p.m.)
 - A. Jim Daniels
 - B. Report
 - C. Board Discussion

Information

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| <p>7. Dashboard Report (12:45 p.m.)</p> <ul style="list-style-type: none"> A. Management Team B. Report C. Board Discussion | <p><i>Information</i></p> |
| <p>8. Navigating a Federal Shutdown (1:00 p.m.)</p> <ul style="list-style-type: none"> A. Susannah Sbragia B. Report C. Board Discussion | <p><i>Information</i></p> |
| <p>9. Director Search-Initial Planning (1:15 p.m.)</p> <ul style="list-style-type: none"> A. Susannah Sbragia B. Report C. Board Discussion | <p><i>Information</i></p> |
| <p>10. Director’s Report (1:35 p.m.)</p> <ul style="list-style-type: none"> A. Management Team B. Report C. Board Discussion | <p><i>Information</i></p> |
| <p>11. December Meeting (1:45 p.m.)</p> <ul style="list-style-type: none"> A. Susannah Sbragia B. Report C. Board Discussion | <p><i>Information</i></p> |
| <p>11. Adjournment of LRAPA Board Meeting (2:00 p.m.)</p> | |

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M I N U T E S
LANE REGIONAL AIR PROTECTION AGENCY
BOARD OF DIRECTORS MEETING
TUESDAY, OCTOBER 17, 2023
MEETING VIA ZOOM/ LRAPA BUILDING, SPRINGFIELD OREGON

Board Present: Bryan Cutchen, Chair; Howard Saxion, Vice Chair; Mike Fleck; Jared Hensley; Matt Keating; Michael Johnston and Joe Pishioneri

Absent: David Loveall and Dylan Plummer

Staff Present: Susannah Sbragia; Travis Knudsen; Lance Giles; Colleen Wagstaff; Max Hueftle; Trinidad Cardenas; Heather Gravelle and Jenilee Easter

Others Present: Jim Daniels

1. Call to Order.

Chair Bryan Cutchen called the meeting of the Lane Regional Air Protection Agency (LRAPA) Board to order at 12:15 p.m.

2. Adjustments to Agenda.

Director Johnston noted that he would like an update from the Citizen Advisory Committee (CAC) Chair, Jim Daniels, for both the August and September CAC meetings.

3. Public Participation:

A. Comments on an Item on Today's Agenda.

No comments were made.

B. Comments on a Topic Not Included on Today's Agenda.

No comments were made.

4. Comments from Board Members.

There were no comments from Board Members.

5. Consent Calendar:

Chair Cutchen stated that he was pulling Item B, Expense Reports, from the Consent Calendar due to errors with the new financial software system.

Ms. Sbragia indicated that once they had resolved the issues, staff would email the corrected reports to the Board. She explained that the reports would be added to the November 2023 Board meeting agenda for review and approval. **Director Fleck** requested to have the beginning fund balance removed from the expense report because it was confusing; just noting the revenues and expenditures would be preferred. **Ms. Sbragia** responded that she would remove it from the reports.

A. Approval of Minutes from September 14, 2023 Board of Director's Meeting.

MOTION: Director Saxion moved, and **Director Keating** seconded the approval of the Consent Calendar with the removal of Item B, Approval of Expense Reports July and August 2023. **The motion passed unanimously.**

6. Citizen Advisory Committee

Citizens Advisory Committee (CAC) Chair, **Jim Daniels** and Public Affairs Manager, **Travis Knudsen**, provided the Board with an overview of the August and September CAC meetings. **Mr. Knudsen** specified that the August CAC meeting was a review of possible revisions to Title 47, Outdoor Burning rules, and would come before the Board at the November meeting. He added that the meeting in September was focused on a discussion regarding greenhouse gas reduction grant opportunities. The Board thanked Mr. Daniels and Mr. Knudsen for the update.

7. Dashboard Report.

Ms. Sbragia reviewed the Dashboard Report with the Board. She highlighted revisions that included the addition of the JH Baxter public hearing, permit, and clean-up status. **Max Hueftle**, Operations Manager, provided the Board with further details on the matter. **Ms. Sbragia** stated that other changes to the Dashboard Report include an increase in revenue for Airmetrics.

Trinidad Cardenas, Airmetrics Sales and Business Manager, stated that sales had rebounded for the quarter and the monthly average was about thirteen units per month. He added that was higher than it had been over the last two years and that the online interest and website traffic between July 1 and September 30 was 2,560 views spanning over sixty countries. Brief discussion followed.

Ms. Sbragia provided the Board with further updates regarding permitting percentages, streamlining the permit process, current rulemaking status, existing vacancies, and the 5-year financial forecast that will be presented to the Board during the supplemental budget process. **Director Keating** asked for clarification on the percentage of the backlog of expired permits and **Mr. Hueftle** explained that the reports looked back six months and were reflecting April 2023 percentages. He added that staff were catching up on the backlog and there had been an increase in permit renewals, which was why the percentages reflected in the report were going down. He also noted that the current backlog was at or better than the goal recommended by the Environmental Protection Agency.

8. Navigating a Federal Shutdown.

Ms. Sbragia explained that LRAPA receives federal grant dollars, which means that they could be affected by a federal shutdown. The Target Airshed Grants in Oakridge was the work most likely to be affected by a federal shutdown, specifically if that shutdown lasts a period greater than a month. However, she added that they were in a fiscally good spot and have set a schedule to ensure they can draw down the funds if necessary. **Ms. Sbragia** stated that they were keeping in close contact with the grantors and if there was a shutdown, the organization should be able to manage it without any significant issues. Brief discussion followed.

9. Director Search – Initial Planning.

Ms. Sbragia explained that the leadership had conducted a thorough review of Oregon Statutes and collaborated with legal counsel to initiate the process of recruiting and hiring a new Director. She provided the Board with an overview of the educational backgrounds and professional experiences of five former Directors, which included degrees in zoology, geology, administration, and engineering.

Director Saxion stated that according to Title 13, Section 13-010, Duties and Powers of the Board of Directors, “the Board shall appoint a director who is competent in the field of air pollution control and who will enforce the provisions of these rules and all orders of this Agency.” He explained that it was the only reference to qualifications, and it does not provide a clear definition of what “competent” means. Discussion followed.

Ms. Sbragia informed the Board that they had hired SRG Recruiting Agency to assist with the hiring process for the director position in 2021, which had cost \$25,000. She asked the Board if they would prefer to use a recruiter again or manage the hiring process in-house. After deliberation, the Board determined that they wanted to find a firm that had expertise in recruiting qualified environmental professionals with management experience to assist with the search for a new director. The Board then discussed forming a sub-committee to develop the request for proposal (RFP).

MOTION: Director Fleck moved, and **Director Saxion** seconded the formation of a sub-committee consisting of **Chair Cutchen, Vice-Chair Saxion and Director Pishioneri** to review and develop a Request for Proposal (RFP) for hiring a recruiting firm to assist in the search for a new Director. **The motion passed unanimously.**

10. Director’s Report.

Ms. Sbragia provided the Board with an overview of the Director’s Report which included AQI (Air Quality Index) stats, monthly complaints, the enforcement report, outdoor burning letter permits, permitting and asbestos abatement removal projects. She stated that the only change to the format was that she had added detailed information on upcoming agenda items.

Director Keating pointed out that the number of complaints was low and suggested that the public may not be fully aware of LRAPA. He inquired about the availability of grants to promote LRAPA’s mission and educate the community on how to file a complaint and engage with the agency more effectively. Specifically, he asked if there were any grants available for communication through radio, TV, digital media, or other channels.

Ms. Sbragia responded that they would certainly look for grants that could assist in increasing LRPA's visibility. She stated that staff had recently attended the Fire Safety Event at Jerry's in Springfield and it was a terrific opportunity to engage with the public. **Mr. Knudsen** acknowledged that it would be advantageous to utilize media marketing to better publicize LRAPA's resources and services that were provided to the community. He explained that historically, the Public Affairs Department has not had a clearly defined budget. However, with the restructuring occurring, that would potentially change, and he would have more flexibility and agency determining how best to utilize those dollars allocated. Brief discussion followed.

11. December Meeting.

Ms. Sbragia questioned if the Board would agree to hold a December meeting. After discussion, the Board agreed to have the meeting on Thursday, December 14th at Noon.

12. Adjournment.

Chair Cutchen adjourned the Board meeting at 1:15 p.m.

(Minutes recorded by Heather Gravelle)



| | Prior Yr. Actuals FY 22-23 July 31, 2022** | FY 23-24 July 31, 2023 | FY 23-24 Final Budget | FY 23-24 Budget Variance |
|---------------------------------|--------------------------------------------------|---------------------------|-----------------------------|--------------------------------|
| General Fund | | | | |
| Beginning Fund Balance** | 2,179,644 | 2,359,639 | 2,139,232 | 220,407 |
| Revenues | | | | |
| Federal & State Revenues | 74,484 | 96,762 | 1,078,514 | (981,752) |
| Local Dues | 196,273 | 93,573 | 201,550 | (107,977) |
| Permit Fees | 25,709 | 12,306 | 1,260,739 | (1,248,434) |
| Other Revenues | 2,376 | 11,197 | 50,000 | (38,803) |
| Total Revenue Received | 298,841 | 213,837 | 2,590,803 | (2,376,966) |
| Resources Grand Total | 2,478,485 | 2,573,476 | 4,730,035 | |
| Expenditures ^ | | | | |
| Personnel Services | 125,425 | 165,969 | 1,761,213 | 9% |
| Materials & Services | 43,315 | 81,424 | 743,870 | 11% |
| Capital Improvements | 0 | 2,512 | 130,000 | 2% |
| Total Expenditures | 168,740 | 249,904 | 2,635,083 | |

| | Prior Yr. Actuals FY 22-23 July 31, 2022** | FY 23-24 July 31, 2023 | FY 23-24 Final Budget | FY 23-24 Budget Variance |
|----------------------------------|--------------------------------------------------|---------------------------|-----------------------------|--------------------------------|
| Special Revenue (Title V) | | | | |
| Beginning Fund Balance** | 103,788 | 54,277 | 42,687 | 11,600 |
| Revenues | | | | |
| Permit Fees | 0 | 0 | 515,417 | (515,420) |
| Total Revenue Received | 0 | 0 | 515,417 | (515,420) |
| Resources Grand Total | 103,788 | 54,277 | 558,104 | \$ (503,830) |
| Expenditures ^ | | | | |
| Personnel Services | 50,516 | 21,674 | 475,939 | 5% |
| Materials & Services | 144 | 550 | 17,207 | 3% |
| Total Expenditures | 50,660 | 22,224 | 493,146 | |

| | Prior Yr. Actuals FY 22-23 July 31, 2022** | FY 23-24 July 31, 2023 | FY 23-24 Final Budget | FY 23-24 Budget Variance |
|---------------------------------|--------------------------------------------------|---------------------------|-----------------------------|--------------------------------|
| Grant Fund | | | | |
| Beginning Fund Balance** | 0 | 0 | 0 | 0 |
| Revenues | | | | |
| EAP Tag 1 &2 | 0 | 97,583 | 1,403,000 | (1,305,400) |
| Total Revenue Received | 0 | 97,583 | 1,403,000 | (1,305,400) |
| Resources Grand Total | 0 | 97,583 | 1,403,000 | |
| Expenditures ^ | | | | |
| Personnel Services | 4,505 | 2,385 | 75,616 | 3% |
| Materials & Services | 35,643 | 16,805 | 1,327,384 | 1% |
| Capital Outlay | 0 | 3,875 | | |
| Total Expenditures | 40,148 | 19,190 | 1,403,000 | |

| | Prior Yr. Actuals FY 22-23 July 31, 2022** | FY 23-24 July 31, 2023 | FY 23-24 Final Budget | FY 23-24 Budget Variance |
|-------------------------------------|--------------------------------------------------|---------------------------|-----------------------------|--------------------------------|
| Enterprise Fund (AirMetrics) | | | | |
| Beginning Fund Balance** | 1,210,100 | 1,160,323 | 1,287,525 | (127,200) |
| Revenues | | | | |
| Sales: Portable Samplers PM2.5 | 3,394 | 0 | 243,000 | (243,000) |
| Sales: Portable Samplers PM10 | 0 | 0 | 100,000 | (100,000) |
| Sales: Portable Samplers TSP | 0 | 0 | 50,000 | (50,000) |
| Sales: Portable Samplers APM | 0 | 0 | 50,000 | (50,000) |
| Sales: Accessories | 2,560 | 1,230 | 103,000 | (101,800) |
| Sampler Rental Income | 0 | 0 | 6,300 | (6,300) |
| Sampler Calibration Fee | 0 | 525 | 8,050 | (7,500) |
| Interest, Misc. & Freight | 950 | 1,959 | 23,289 | (21,300) |
| Total Revenue Received | 6,904 | 3,714 | 583,639 | (579,925) |
| Resources Grand Total | 1,217,004 | 1,164,037 | 1,871,164 | |
| Expenditures ^ | | | | |
| Personnel Services | 12,099 | 6,890 | 160,870 | 4% |
| Materials & Services | 1,300 | 37,565 | 397,269 | 9% |
| Total Expenditures | 13,400 | 44,455 | 558,139 | |

** FY22-23 Beginning Fund Balances are estimates until FY23 Audit is completed. Actuals : All numbers rounded to the nearest \$100.








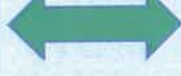
| | Prior Yr. Actuals FY 22-23 August 31, 2022** | FY 23-24 August 31, 2023 | FY 23-24 Final Budget | FY 23-24 Budget Variance |
|---------------------------------|----------------------------------------------------|-----------------------------|-----------------------------|--------------------------------|
| General Fund | | | | |
| Beginning Fund Balance** | 2,179,644 | 2,359,639 | 2,139,232 | 220,407 |
| Revenues | | | | |
| Federal & State Revenues | 129,800 | 104,908 | 1,078,514 | (973,606) |
| Local Dues | 196,273 | 93,573 | 201,550 | (107,977) |
| Permit Fees | 233,020 | 205,015 | 1,260,739 | (1,055,724) |
| Other Revenues | 4,691 | 11,197 | 50,000 | (38,803) |
| Total Revenue Received | 563,783 | 414,693 | 2,590,803 | (2,176,110) |
| Resources Grand Total | 2,743,427 | 2,774,332 | 4,730,035 | |
| Expenditures ^ | | | | |
| Personnel Services | 257,690 | 310,778 | 1,761,213 | 18% |
| Materials & Services | 95,544 | 87,671 | 743,870 | 12% |
| Capital Improvements | 0 | 6,365 | 130,000 | 5% |
| Total Expenditures | 353,234 | 404,814 | 2,635,083 | |

| | Prior Yr. Actuals FY 22-23 August 31, 2022** | FY 23-24 August 31, 2023 | FY 23-24 Final Budget | FY 23-24 Budget Variance |
|----------------------------------|----------------------------------------------------|-----------------------------|-----------------------------|--------------------------------|
| Special Revenue (Title V) | | | | |
| Beginning Fund Balance** | 103,788 | 54,277 | 42,687 | 11,600 |
| Revenues | | | | |
| Permit Fees | 424,246 | 592,011 | 515,417 | 76,590 |
| Total Revenue Received | 424,246 | 592,011 | 515,417 | 76,590 |
| Resources Grand Total | 528,034 | 646,288 | 558,104 | \$ 88,180 |
| Expenditures ^ | | | | |
| Personnel Services | 95,312 | 61,432 | 475,939 | 13% |
| Materials & Services | 203 | 1,008 | 17,207 | 6% |
| Total Expenditures | 95,515 | 62,440 | 493,146 | |





| | Prior Yr. Actuals FY 22-23 August 31, 2022** | FY 23-24 August 31, 2023 | FY 23-24 Final Budget | FY 23-24 Budget Variance |
|---------------------------------|----------------------------------------------------|-----------------------------|-----------------------------|--------------------------------|
| Grant Fund | | | | |
| Beginning Fund Balance** | 0 | 0 | 0 | 0 |
| Revenues | | | | |
| EAP Tag 1 &2 | 0 | 97,583 | 1,403,000 | (1,305,400) |
| Total Revenue Received | 0 | 97,583 | 1,403,000 | (1,305,400) |
| Resources Grand Total | 0 | 97,583 | 1,403,000 | |
| Expenditures ^ | | | | |
| Personnel Services | 8,768 | 6,799 | 75,616 | 9% |
| Materials & Services | 118,376 | 79,204 | 1,327,384 | 6% |
| Capital Outlay | 0 | 1,937 | | |
| Total Expenditures | 127,144 | 86,004 | 1,403,000 | |

| | Prior Yr. Actuals FY 22-23 August 31, 2022** | FY 23-24 August 31, 2023 | FY 23-24 Final Budget | FY 23-24 Budget Variance |
|-------------------------------------|----------------------------------------------------|-----------------------------|-----------------------------|--------------------------------|
| Enterprise Fund (AirMetrics) | | | | |
| Beginning Fund Balance** | 1,210,100 | 1,160,323 | 1,287,525 | (127,200) |
| Revenues | | | | |
| Sales: Portable Samplers PM2.5 | 36,047 | 0 | 243,000 | (243,000) |
| Sales: Portable Samplers PM10 | 0 | 0 | 100,000 | (100,000) |
| Sales: Portable Samplers TSP | 0 | 0 | 50,000 | (50,000) |
| Sales: Portable Samplers APM | 0 | 0 | 50,000 | (50,000) |
| Sales: Accessories | 22,145 | 1,230 | 103,000 | (101,800) |
| Sampler Rental Income | 0 | 0 | 6,300 | (6,300) |
| Sampler Calibration Fee | 0 | 525 | 8,050 | (7,500) |
| Interest, Misc. & Freight | 3,022 | 4,074 | 23,289 | (19,200) |
| Total Revenue Received | 61,215 | 5,829 | 583,639 | (577,810) |
| Resources Grand Total | 1,271,315 | 1,166,151 | 1,871,164 | |
| Expenditures ^ | | | | |
| Personnel Services | 27,094 | 19,663 | 160,870 | 12% |
| Materials & Services | 61,354 | 56,134 | 397,269 | 14% |
| Total Expenditures | 88,448 | 75,797 | 558,139 | |







** FY22-23 Beginning Fund Balances are estimates until FY23 Audit is completed. Actuals : All numbers rounded to the nearest \$100.







| National Ambient Air Quality Health Standards | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Clean Air Act Goal | Status | Trend | Expected Completion | Comments |
| Review revised national ambient air quality standards for ozone; assess the status of airsheds in Lane County, identify next steps as needed. |  Green |  | Revised ozone standard (70 ppb) adopted by EPA on 10/1/2015. | Current ozone levels, at both Saginaw and Amazon Park, are well below the 70 ppb EPA ozone standard. |
| Maintain compliance with the annual PM _{2.5} air quality health standard in Eugene/Springfield, Cottage Grove, and Oakridge. |  Yellow |  | Ongoing | <p>Non-wildfire influenced annual levels remain below the NAAQS for Eugene/Springfield, Cottage Grove, and Oakridge.</p> <p>EPA proposed tightening the annual PM_{2.5} standard on January 6, 2023, to a range between 9-10 micrograms per cubic meter (µg/m³). The proposal includes a request for comment on a range of other levels between 8-11 µg/m³. If the standard is lowered, it's anticipated 2021-2023 data would be used to determine compliance with new PM_{2.5} NAAQS. The anticipated standards may place Eugene/Springfield and Oakridge at risk of violating the NAAQS and may require new Exceptional Event requests to stay below the new standard.</p> <p>The EPA has not yet announced the updated PM_{2.5} standards.</p> |
| Maintain compliance with the 24-hour PM _{2.5} and PM ₁₀ air quality health standard in Eugene/Springfield, Cottage Grove and Oakridge. |  Yellow |  | Ongoing | <p>Non-wildfire influenced annual levels remain below the NAAQS for Eugene/Springfield, Cottage Grove and Oakridge.</p> <p>On January 6, 2023, the EPA proposed leaving the current daily PM_{2.5} standard as is at 35 µg/m³. The proposal also includes a request for comments on levels as low as 25 µg/m³, but it is expected that the daily standard will remain at 35 µg/m³.</p> <p>The EPA has not yet announced the updated PM_{2.5} standards.</p> <p>The Oakridge PM_{2.5} and PM₁₀ Redesignation & Maintenance Plans were published in the Federal Register on August 22,</p> |

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|-------------------------------------------------------------------------------------|------------------------------------------------|-------------------------------------------------------------------------------------|------------------------------------------------|---------------------------------------------------------------------------------------|-----------------------------------------------|
|  | On Track Requires No Extra Attention |  | Concern Requires Continued Attention |  | Problem Requires Priority Attention |
|  | Improving Positive Trend |  | No Change Status Quo |  | Deteriorating Negative Trend |



| National Ambient Air Quality Health Standards | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Clean Air Act Goal | Status | Trend | Expected Completion | Comments |
| | | | | 2022. The redesignation from nonattainment to attainment for the Oakridge-Westfir airshed took effect on September 22nd, 2022. Oakridge and Westfir are now considered in attainment of NAAQS. |
| <p>Complete application for Targeted Airshed Grant.</p> <p>Complete work on State Implementation Plan (SIP) Maintenance Plan for continued Oakridge PM2s improvement and maintenance.</p> |  Green |  | Ongoing | <p>Targeted Airshed Grant to LRAPA announced by EPA on September 30, 2019. TAG 2.0 (\$2.73M) awarded by the EPA in 2022.</p> <p>The Oakridge PM2s and PM10 Redesignation & Maintenance Plans (SIP) were published in the Federal Register on August 22, 2022. The redesignation from nonattainment to attainment for the Oakridge-Westfir airshed took effect on September 22nd, 2022. Oakridge and Westfir are now considered in attainment of NAAQS.</p> |
| <p>Continue development and implementation of "Oakridge Air" (Targeted Airshed Grant).</p> |  Green |  | Ongoing | <p>Work is being done on homes in Oakridge and Westfir. The Oakridge Air program enrolled a fifth cohort of homes in the program.</p> <p>Vendors willing to work in Oakridge are lower than desired due to demand of work in the more-local Eugene Springfield area. LRAPA, Good Company/ Parametrix, and other Oakridge Air partners are coordinating efforts and modifying policies to maintain and garner interest in working with the Program.</p> <p>Qualification Questionnaire: 410 homes Homes currently enrolled: 76 Initial Home Energy Audits: 64 Wood Stoves installed: 43 Ductless heat pumps Installed: 43 Homes weatherized: 40 Completed Homes: 37</p> <p>Oakridge Air has been fully funded and awarded an additional \$2.73M in 2022 to continue this work for an additional two years.</p> |

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|  <p>on Track Requires No Extra Attention</p> |  <p>Concern Requires Continued Attention</p> |  <p>Problem Requires Priority Attention</p> |
|  <p>Improving Positive Trend</p> | <p>..... NoChange, SU, TU, S Quo</p> |  <p>Deteriorating Negative Trend</p> |

| Air Toxics and Cleaner Air Oregon | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Priority | Status | Trend | Expected Completion | Comments |
| Continue to develop and implement programs, rules, and fee structures for area source National Emission Standards for Hazardous Air Pollutants (NESHAPs). |  Green |  | Ongoing as EPA finalizes new and revised NESHAP standards | Revised NESHAPs are included in permits at renewal or sooner if necessary. |
| Continue to perform long term trend air toxics monitoring at the West Eugene site and use current state funding to operate a rotating site. |  Green |  | West Eugene site monitoring is ongoing. Rotating site currently in Oakridge, until Fall of 2023 | In 2017 the Oregon Legislature approved funding for air toxics monitoring in Eugene area and five other areas of Oregon. LRAPA negotiated a cooperative agreement that currently allows for the operation of two air toxics monitoring sites in Lane County. Summary data was added to the LRAPA website and is current through 2021. It will be updated yearly when complete yearly data receives final QA approval. <i>Current changes to LRAPA's website to 2022 summary data is scheduled to be addressed this winter.</i> The expectation is still to move the rotating site to Springfield in 2024. |
| Implement the Cleaner Air Oregon program. |  Green |  | Ongoing | In November 2019, staff publicized the ranking to prioritize the call-in of existing sources and announced the first 10 facilities to call-in. Five facilities have been called in: JH Baxter (JHB), Seneca Sustainable Energy (SSE), Willamette Valley Company (WVCO), Hexion Inc., and Emerald Forest Products #1 (EFP1), and work is ongoing. Arcimoto was a new source applying for a new permit that went through CAO as part of the initial permit issuance; their permit was issued on 7/1/22. SSE and WVCO completed their CAO Risk Assessments in 2022. <i>LRAPA conducted a Level 1 Risk Assessment for JHB's remaining emissions; a public hearing occurred on May 9, 2023 with the permit issued June 2023.</i> |

| | | | | | |
|-------------------------------------------------------------------------------------|------------------------------------------------|-------------------------------------------------------------------------------------|------------------------------------------------|---------------------------------------------------------------------------------------|-----------------------------------------------|
|  | On Track Requires No Extra Attention |  | Concern Requires Continued Attention |  | Problem Requires Priority Attention |
|  | Improving Positive Trend |  | No Change Status Quo |  | Deteriorating Negative Trend |

| Air Toxics and Cleaner Air Oregon | | | | |
|-----------------------------------|--------|-------|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Priority | Status | Trend | Expected Completion | Comments |
| | | | | <p>EFP1's CAO emissions inventory had been approved by LRAPA in April 2023. A modeling protocol was received in July 2023 and a revised modeling protocol was received in September 2023 based on LRAPA requests. LRAPA is planning on approving the modeling protocol soon.</p> |

| AirMetrics | | | | |
|--------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Priority | Status | Trend | Expected Completion | Comments |
| <p>Maintain self-supporting operation, at break-even or better production levels</p> |  <p>Green</p> |  | <p>Ongoing</p> | <p>MiniVol TAS sales have rebounded to a Q1 monthly average of ~ 13 units.</p> <p>FY24 Q1 MiniVol TAS sales are nearly equal to FY22 and FY23 Q1 sales combined.</p> <p>FY22: 24 Units FY23: 17 Units FY24: 38 Units</p> <p>AirMetrics Q1 revenue accounts for ~ 33% of total revenue budgeted.</p> <p>AirMetrics online interest and website traffic between July1 – September 30: 2,560 views spanning over 60 countries.</p> <p>The metrics provided by online lead generating sites and Google analytics aid the effort to target countries with partnership and marketing opportunities.</p> |



On Track
Requires No Extra Attention



Concern
Requires Continued Attention



Problem
Requires Priority Attention








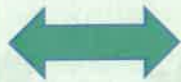
Improving
Positive Trend



No Change
Status Quo



Deteriorating
Negative Trend

| Agency Administration | | | | |
|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Goal or Initiative | Status | Trend | Expected Completion | Comments |
| Update LRAPA strategic priorities annually |  Green |  | During October of each year as part of the review of this Dashboard report. | Reported recent successes and future priorities. Incorporated into dashboard and reported to the Board of Directors every six months. |
| Provide timely permits, inspections, and construction reviews |  Green |  | Ongoing permitting. Inspections to be completed in the next federal fiscal year. | LRAPA is on track to meet our current permitted source inspection commitments to EPA by September 30, 2023. Permitting backlog of expired permits that are extended administratively is decreasing: 16% overall in the April 2023 dashboard, and 14% now (15% of 13 Title Vs, 15% of 27 Standard ACDPs, and 11% of 28 Simple ACDPs). LRAPA has maintained the administratively extended Title V permits to no more than 20%. |
| Improve compliance inspection, reporting and tracking |  Yellow |  | Ongoing | Working with LCOG to expand the development of a customized database for LRAPA called "LINFO". LINFO accommodates tracking data and information related to permitted sources; facility inspections reports; and is in the process of implementing complaints data. The effectiveness of LINFO and its usefulness to LRAPA is in question. It's possible to be more useful and a complete database is needed. LRAPA is working to transition to standardized templates for permits, coupled with a standard peer review process. This will not only streamline the time required for reviews but also minimize errors. At the same time, we are in the planning stages for developing a system to ensure that inspections of sources are conducted in a timely manner. |



On Track
Requires No Extra Attention



Concern
Requires Continued Attention



Problem
Requires Priority Attention









Improving
Positive Trend



No Change
Status Quo



Deteriorating
Negative Trend

| Agency Administration | | | | |
|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Goal or Initiative | Status | Trend | Expected Completion | Comments |
| | | | | Specifics for these new processes are still under discussion. |
| Maintain industrial source LRAPA rules |  Yellow |  | Ongoing | <p>LRAPA is drafting comprehensive industrial source rule changes to adopt the more stringent rules proposed by DEQ that were adopted by the EQC in November 2022, as well as other changes identified by staff. LRAPA will request authorization from the Board later this year to hold a public hearing and request adoption.</p> <p>LRAPA is also working to update asbestos rules to make them clearer and other improvements.</p> <p>LRAPA engaged the Citizens Advisory Committee on Title 47 – Outdoor Burning changes in July 2023, and has successfully engaged the EPA and DEQ to prepare them for these rulemaking processes.</p> |
| Maintain financial stability and viability of LRAPA: develop a multi-year budget projection annually |  Green |  | Report to LRAPA Board in March of each year. | The 5-year financial forecast has been redeveloped and will be presented to the Board during the FY25 budget process. |
| Maintain a full staff, and promote staff engagement in a positive work environment to foster program stability |  Yellow |  | Ongoing | The current staff has 2 vacancies and temp staff helping fill in during lots of fiscal and structural changes. Staff morale is low which can affect work productivity. |



On Track
Requires No Extra Attention



Concern
Requires Continued Attention



Problem
Requires Priority Attention



Improving
Positive Trend



No Change
Status Quo



Deteriorating
Negative Trend

Double text indicates areas of report focus

| Agency Administration | | | | |
|-------------------------------------------------------------|--------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Goal or Initiative | Status | Trend | Expected Completion | Comments |
| Current financial reserves are at 120 calendar days minimum |  Green |  | Reserve policies are under review | <p>LRAPA is in a solid financial position. The Oregon Legislature approved increases to Title V fees in the 2023 Long Session. DEQ proposed and the EQC adopted an increased Title V fee rate at the July 2023 EQC meeting. LRAPA invoiced Lane County Title V sources with the higher rates in August 2023.</p> <p>Our reserve policies are under review and plan to be updated by FY25 budget adoption.</p> |



On Track
Requires No Extra Attention



Concern
Requires Continued Attention



Problem
Requires Priority Attention



Improving
Positive Trend



No Change
Status Quo



Deteriorating
Negative Trend



**LANE REGIONAL AIR PROTECTION AGENCY
MEMORANDUM**

Date: October 17, 2023

To: Bryan Cutchen, Chair and LRAPA Board Members

Department: Administration

From: Susannah Sbragia

Subject: Navigating Federal Shutdown

STAFF REPORT

ISSUE STATEMENT:

The purpose of this staff report is to provide information on facing a Federal Government shutdown and what the impacts are on LRAPA.

BACKGROUND:

The phenomenon of a Federal Government shutdown has been recurrent since 1977. Over this period, there have been 20 shutdowns, averaging 8 days each. The longest of these lasted 34 days in 2018. Remarkably, half of these shutdowns led to agency closures with employees being furloughed due to the funding gap.

GOING FORWARD:

The fact that our economy is constantly moving and an ever-changing situation requires planning for economic uncertainty in our budget, but also in the planning of our contingencies and ending fund balances to ensure that LRAPA funding remains stable.

The information we have received so far from the federal grantors is that we should be able to draw down funds during a federal shutdown. Grantors are preparing for what could happen at the end of the 45-day holding period. The grants offices plan to send us a formal statement once the situation is confirmed.

The current fiscal year has a projected beginning fund balance in the general fund which is estimated to be 2.3 million. Additionally, LRAPA's forward-looking financial forecasting model anticipates that we remain aligned with fiscal policy projections for the next five years—and demonstrates that LRAPA is in a solid fiscal position.

LRAPA is not anticipating any issues with the continued movement of grant funded projects. We are also being proactive and developing estimates in preparation for issues if we can't draw down funds in conjunction with a federal shutdown lasting longer than 30 days.

STAFF RECOMMENDATION: Informational only



LANE REGIONAL AIR PROTECTION AGENCY MEMORANDUM

Date: October 17, 2023

To: Bryan Cutchen, Chair and LRAPA Board Members

Department: Administration

From: Susannah Sbragia, Acting Interim Director

Subject: Director Search-Initial Planning

STAFF REPORT

ISSUE STATEMENT:

The transition in LRAPA's leadership necessitates planning for the recruitment and hiring of a new Director. This report seeks to lay the foundation for the search, detailing relevant Oregon Revised Statutes (ORS) provisions, historical background of prior directors, and the most recent job description.

BACKGROUND:

The Board of Directors voted on September 29, 2023, to appoint Mrs. Susannah Sbragia as the acting Director following the conclusion of employment for the previous Director. As LRAPA plans for long-term leadership, it's essential to revisit the guiding principles and requirements for the Director position as outlined in state law and agency needs.

OREGON STATUTE: ([Link GENERAL ADMINISTRATION ORS](#))

In the context of LRAPA, the references to the Environmental Quality Commission (EQC) in the ORS can be understood to pertain to LRAPA's Board of Directors, and the Department of Environmental Quality can be understood to pertain to the Lane Regional Air Protection Agency.

According to the Oregon Revised Statutes (ORS §§ 468.040, 468.045, 468.050), the Director is appointed by the Environmental Quality Commission and serves at its pleasure. The Director's salary is set by the commission unless otherwise specified by law. In their role, the Director serves as the administrative head of the Department of Environmental Quality and has the authority to hire, assign, and coordinate personnel, subject to budgetary and legal limitations. They are also responsible for administering and enforcing state laws related to environmental quality. Furthermore, the Director can represent the interests of Oregon citizens in environmental quality matters before any public officer, commission, or body within the United States. Additional duties include prescribing regulations for the department and delegating powers and functions to other department employees. With commission approval, a Deputy Director can be appointed who serves at the Director's pleasure and has full authority to act on their behalf.

There is no legal requirement under the Oregon Revised Statutes, Oregon Administrative Rules, or DEQ regulations that set specific requirements on the Director's qualifications. As a result, the Board has the



latitude to define the Director's duties. This also gives the Board the ability to set the qualifications deemed necessary to meet those responsibilities.

JOB DESCRIPTION:

The last job posting characterized the Director as a strategic leader responsible for articulating complex environmental regulations to elected officials and the public. While it required a bachelor's degree in a relevant field and seven to 10 years of increasingly responsible managerial experience, a preference for environmental program expertise was noted but not mandated.

Moreover, candidates were expected to have strong budgeting and financial management skills, public engagement capabilities, and grant management experience.

HISTORICAL EXPERIENCE OF LEADERSHIP:

A review of the past five directors reveals a diverse range of qualifications:

1. **Donald Arkell** – 1980 to 1996: BA in Zoology, military background, and air pollution job history.
2. **Barbara Cole** – 1997 to 1999: BA in Geological Sciences, Master of Public Administration, and experience in air quality and environmental health services.
3. **Brian Jennison** – 2000 to 2005: BA and a PhD in Zoology, certification in hazardous materials management, teaching, and senior biologist experience.
4. **Merlyn Hough** – 2006 to 2021: BS in Fisheries Science, Master of Civil Engineering, professional engineering certification and experience from DEQ.
5. **Steve Dietrich** – 2021 to 2023: BS in Civil Engineering, professional engineering certification, and experience in environmental engineering and DEQ roles.

This variety suggests that there is no single "ideal" background, and the board has the latitude to consider a range of qualifications for the next Director. Note: Interim leadership is not included in this list.

SEARCH STRATEGY CONSIDERATIONS:

- A. Revisit the last job description to ensure it aligns with current agency needs and growth directions.
- B. Revisit and possibly update the board's goals to help line future director qualification to direction of the agency.
- C. Conduct a staff and board survey to see what leadership qualities desired.



POSSIBLE DIRECTIONS:

1. **Engage Recruitment Agency:** Given the specialized nature of the role, consider working with an executive search firm experienced in environmental and public sector recruitment.
 - a. SGR Firm was used in 2020-21 Director search at the cost of \$25,100.
2. **Internal Announcement:** Open the initial search internally within LRAPA for potential qualified candidates before broadening the search.

STAFF RECOMMENDATION:

This report is intended for the Board's review and direction. Staff recommend that the Board discuss and provide guidance on the proposed directions to ensure that the Director search aligns with both the statutes and the evolving needs of the agency.

ATTACHMENTS:

- 2020 Job posting for LRAPA Exec. Director
- 2021 Job posting for Olympic Region Clean Air Agency (ORCAA) Exec. Director



Director's Report for September 2023

Meeting Date: **October 17, 2023**
 Department: Director's Office
www.lrapa.org

Agenda Item No. 9
 Staff Contact: Susannah Sbragia
 541-736-1056 ext. 209

September 2023 AQI Charts and Stats: 09/01/2023 – 09/30/2023

| Site | Date | Max AQI | Pollutant |
|-----------|-----------|---------|-----------|
| Eug/Spfld | 24-Sep-23 | 105 | PM |
| Oak | 24-Sep-23 | 66 | PM |
| CottGrv | 24-Sep-23 | 83 | PM |

| AQI | Eug/Spfld | Oak | CottGrv | AQI Range | PM2.5 Range, ug/m3 |
|----------------|-----------|-----|---------|-----------|--------------------|
| Good | 24 | 26 | 27 | 0-50 | 0-12 |
| Moderate | 5 | 4 | 3 | 51-100 | 12.1-35.4 |
| USG | 1 | 0 | 0 | 101-150 | 35.5-55.4 |
| Unhealthy | 0 | 0 | 0 | 151-200 | 55.5-150.4 |
| Very Unhealthy | 0 | 0 | 0 | 201-300 | 150.5-250.4 |
| Hazardous | 0 | 0 | 0 | 301-500 | 250.5-500 |

Attachment No. 1: Air Quality Index (AQI) charts for Lane County (September 2023)

Attachment No. 2: PM2.5 index charts for Lane County (September 2023)

COMPLAINTS: 09/01/2023 to 09/30/2023 [TOTAL 37]

Smoke complaints: 20

- 15 – Outdoor burning
- 4 – Home wood hearing
- 1 – Slash Burning Smoke

Industry: 5

- 3 – International Paper (2 confirmed, 1 under investigation)
- 1 – Rosboro Springfield
- 1 – Andreason Cremation and Burial

Fugitive Dust: 1

- 1 – Fugitive dust

Miscellaneous complaints: 11

- 4 – Unknown odor
- 1 – Asbestos
- 1 – BBQ Smoker
- 1 – Willamette Family odor
- 1 – Brooks Auto Painting
- 1 – Paint Fumes from Neighbors
- 1 – Motorcycle exhaust fumes
- 1 – A&M Body Shop paint/solvent odor

| Year | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | *2023 |
|-----------------------|------|------|------|------|------|------|------|------|------|------|-------|
| Dust | 30 | 14 | 25 | 32 | 25 | 26 | 15 | 17 | 26 | 12 | 7 |
| Ag Burning / Spraying | 17 | 4 | 12 | 9 | 1 | 0 | 6 | 2 | 7 | 2 | 3 |
| General Air Quality | 26 | 30 | 15 | 20 | 14 | 6 | 12 | 4 | 8 | 1 | 12 |
| Home Wood Heating | 219 | 121 | 342 | 130 | 197 | 126 | 128 | 74 | 57 | 67 | 36 |
| Industry | 122 | 127 | 52 | 58 | 74 | 50 | 170 | 100 | 336 | 198 | 69 |
| Outdoor Burning | 321 | 279 | 251 | 266 | 281 | 351 | 402 | 423 | 243 | 292 | 189 |
| Slash Burning | 5 | 7 | 11 | 26 | 13 | 24 | 16 | 12 | 10 | 6 | 10 |
| Miscellaneous | 52 | 57 | 85 | 164 | 138 | 66 | 67 | 59 | 40 | 102 | 46 |
| Unknown | 14 | 35 | 46 | 56 | 63 | 29 | 39 | 74 | 71 | 45 | 47 |
| Total | 806 | 674 | 839 | 761 | 806 | 678 | 855 | 765 | 798 | 725 | 419 |

* Year-To-Date

ENFORCEMENT: 09/01/2023 to 09/30/2023

| Category of Violation | New | Follow-Up Action | Pending | Closed | Total |
|-----------------------|-----|------------------|----------|--------|----------|
| Asbestos | - | - | 4 | - | 4 |
| Industrial | - | - | 4 | - | 4 |
| Outdoor Burning | - | - | 1 | - | 1 |
| Fugitive Dust | - | - | - | - | - |
| Home Wood Heating | - | - | - | - | - |
| Totals | - | - | 9 | - | 9 |

NEW/OPEN ENFORCEMENT ACTIONS STATUS REPORT

9/1/2023 -- 9/30/2023

Report of open and actions initiated since last report

NEW: 9/1/2023 -- 9/30/2023 (No new enforcement actions issued in September 2023)

PENDING (Enforcement actions issued prior to 9/1/2023 with no subsequent action in the current reporting period):

1. **ANDREASON'S CREMATION & BURIAL SVCR (SPRINGFIELD) 320 NORTH 6TH STREET**
 - A. Violation: Respondent exceeded 10% opacity limit for a period or periods aggregating more than 3 minutes in any one hour required by condition 2.1 of the ACDP No. 200539.
 - B. Initial Action Taken: NON #3892 issued 08/08/2023
 - C. Subsequent Action: Submitted training documents and corrective measure documents
 - D. Resolution: PENDING

2. **SEALS, MARK (ELMIRA) 23029 GREEN CREEK ROAD**
 - A. Violation: Outdoor burning of prohibited materials (metal, plastic, rubber, etc.).
 - B. Initial Action Taken: NON #3888 issued 07/31/2023
 - C. Subsequent Action: NCP #2023-3888 (\$550) issued 7/31/2023
 - D. Resolution: PENDING

3. **A&A AUTO WRECKERS, INC. (JUNCTION CITY) 91993 GREEN HILL ROAD**
 - A. Violation: 43-010(1) - No person may openly accumulate friable asbestos-containing material or asbestos-containing waste material; 43-015(7) - Unless exempt pursuant to 43-015-8, prior to commencing the renovation or demolition of a facility, the owner or operator of the facility must obtain a survey from an accredited asbestos inspector of the entire facility, or the part of the facility where the

demolition or renovation will occur, for the presence of asbestos-containing materials, including the presence of non-friable asbestos-containing material. A copy of the survey report must be kept onsite at the facility during any demolition or renovation activity; 43-015(11)(P)- No person shall conduct an asbestos abatement project unless they possess a current asbestos abatement Contractors license or worker's certification, issued by the Department under OAR 340-248-040 or OAR 340-248-0120 and OAR 340-248-0130, respectively, unless exempted by 43-015-8 and/or 43-015-9. 43-015(11)(T) - An owner or operator of a facility shall not allow any persons other than those employees of the facility owner or operator who are appropriately certified or a licensed asbestos abatement contractor to perform an asbestos abatement project in or on that facility unless exempted by 43-015-8 or 43-015-9.

- B. Initial Action Taken: NON #3889 issued 5/3/2023
- C. Subsequent Action: Hired an asbestos abatement contractor to clean up the property
- D. Resolution: PENDING

4. **PETROCARD INC (GOSHEN) 85947 FRANKLIN BVLD**

- A. Violation: The permittee failed to submit in a timely manner performance testing records to LRAPA which demonstrate compliance with vapor testing requirements outlined in permit conditions 5.1.a and 5.1.b. On 2/25/2022 the permittee was notified by LRAPA that they had exceeded the annual throughput threshold of 480,000 gallons of gasoline in 2019 and were therefore subject to the vapor recovery testing requirements outlined in the permit. On 4/8/2022 LRAPA was advised that vapor recovery testing could not be completed since the lines were manifolded and the issue was escalated to construction to isolate the lines. On 7/7/2022 LRAPA called and emailed the permittee requesting an update. On 8/2/2022 LRAPA called and emailed the permittee requesting an update. The permittee responded advising that they were still working to fix the issue. On 10/5/2022 LRAPA emailed the permittee requesting an update. On 10/26/2022 LRAPA called and emailed the permittee requesting an update.
- B. Initial Action Taken: NON #3872 issued 11/3/2022
- C. Subsequent Action: NCP #2022-3872 (\$3,000) issued 12/8/2022: submitted test report late, request for reduction not approved due to late source testing and submitting of source test report
- D. Resolution: PENDING

5. **JOHN A. RANKIN AND STEVE FOWLKES (SPRINGFIELD) 2035/2041 MAIN STREET**

- A. Violation: 43-015(10)- ASBESTOS ABATEMENT NOTIFICATION REQUIREMENTS. Except as provided for in 43-015-8, written notification of any asbestos abatement project must be provided to the Agency on a form prepared by and available from the Agency, accompanied by the appropriate fee; 43-015(11)(C)- Enclose the area of the asbestos-containing materials to be abated, in a negative pressure enclosure prior to abatement unless prior approval has been granted by the agency; 43-015(11)(G)- The asbestos abatement project area shall be adequately cleaned at the conclusion of the project to assure removal of all asbestos debris; 43-015(11)(N)- Open storage or open accumulation of friable asbestos-containing material or asbestos containing waste material is prohibited; 43-015(11)(P)- No person shall conduct an asbestos abatement project unless they possess a current asbestos abatement Contractors license or worker's certification, issued by the Department under OAR 340-248-040 or OAR 340-248-0120 and OAR 340-248-0130, respectively, unless exempted by 43-015-8 and/or 43-015-9; 43-015(11)(S)- A certified supervisor is required to be present on each asbestos abatement project other than a small-scale short-duration activity; 43-015(11)(T)- An owner or operator of a facility shall not allow any persons other than

those employees of the facility owner or operator who are appropriately certified or a licensed asbestos abatement contractor to perform an asbestos abatement project in or on that facility unless exempted by 43-015-8 or 43-015-9; 43-015-19(B)- Persons disposing of asbestos-containing waste material must notify the landfill operator of the type and volume of the asbestos-containing waste material; 43-015(19)(B)(1)- All asbestos-containing waste materials must be adequately wetted to ensure that they remain wet until delivered to an authorized landfill, and either: (a) processed into non-friable pellets or other shapes; or (b) packaged in leak-tight containers such as two plastic bags with a minimum thickness of 6 mil., or fiber or metal drum. Containers must be labeled as follows: (i) the name of the asbestos waste generator and the location where the asbestos waste was generated; and (ii) a warning label that states: DANGER Contains Asbestos Fibers Avoid Creating Dust Cancer and Lung Disease Hazard Avoid Breathing Airborne Asbestos Fibers Alternatively, warning labels specified by 29 CFR 1926.1101(k)(7)(8/19/94) may be used; 43-105(19)(E)- All asbestos-containing waste material must be deposited as soon as possible by the waste generator at: (1) An asbestos-containing waste disposal site authorized by the Department and operated in accordance with the provisions of this rule;

B. Initial Action Taken: NON #3877 issued 3/6/2023

C. Subsequent Action: NCP #2023-3877 (\$10,400) issued 3/6/2023: request for reduction approved and reduced to \$5,200 on 04/19/2023 with a payment schedule of \$400 per month on schedule with payments

D. Resolution: PENDING

6. **KYLE MCLENNAN, BRUCE R MCLENNAN (VENETA) 88680 LYNETTE LANE**

A. Violation: Failure to obtain an asbestos survey from an accredited asbestos inspector prior to conducting the demolition of a facility; Burning construction/demolition waste without first obtaining an LRAPA letter permit.

B. Initial Action Taken: NON #3880 issued 4/11/2023

C. Subsequent Action: NCP #2023-3880 (\$3,650) issued 4/11/2023; certified mail returned, legal servers are having difficulties finding the Respondent to serve the documents.

D. Resolution: PENDING

7. **APRO LLC DBA UNITED PACIFIC (SPRINGFIELD) 1795 5TH STREET**

A. Violation: The permittee failed to submit performance testing records to LRAPA which demonstrate compliance with triennial vapor testing requirements outlined in permit conditions 5.0. Permittee last submitted testing results relative to conditions 5.1.a and 5.1.b on March 11, 2020, and therefore is required to have testing conducted by March 11, 2023. Condition 7.1.c of the permit requires notification of upcoming testing be submitted to LRAPA and condition 7.2 requires test results be submitted to LRAPA no later than 30 after testing has occurred.

B. Initial Action Taken: NON #3883 issued 04/25/2023

C. Subsequent Action: NCP #2023-3883 (\$2,250) issued 06/12/2023

D. Resolution: PENDING

8. **APRO LLC DBA UNITED PACIFIC ROCKET (SPRINGFIELD) 5720 MAIN STREET**

- A. Violation: The permittee failed to submit performance testing records to LRAPA which demonstrate compliance with triennial vapor testing requirements outlined in permit conditions 5.0. Permittee last submitted testing results relative to conditions 5.1.a and 5.1.b on February 4, 2020, and therefore is required to have testing conducted by February 4, 2023. Condition 7.1.c of the permit requires notification of upcoming testing be submitted to LRAPA and condition 7.2 requires test results be submitted to LRAPA no later than 30 after testing has occurred.
- B. Initial Action Taken: NON #3886 issued 04/25/2023
- C. Subsequent Action: NCP #2023-3886 (\$2,250) issued 06/12/2023
- D. Resolution: PENDING

9. **A&A AUTO WRECKERS, INC. (JUNCTION CITY) 91993 GREEN HILL ROAD**

- A. Violation: 43-010(1) - No person may openly accumulate friable asbestos-containing material or asbestos-containing waste material; 43-015(7) - Unless exempt pursuant to 43-015-8, prior to commencing the renovation or demolition of a facility, the owner or operator of the facility must obtain a survey from an accredited asbestos inspector of the entire facility, or the part of the facility where the demolition or renovation will occur, for the presence of asbestos-containing materials, including the presence of non-friable asbestos-containing material. A copy of the survey report must be kept onsite at the facility during any demolition or renovation activity; 43-015(11)(P)- No person shall conduct an asbestos abatement project unless they possess a current asbestos abatement Contractors license or worker's certification, issued by the Department under OAR 340-248-040 or OAR 340-248-0120 and OAR 340-248-0130, respectively, unless exempted by 43-015-8 and/or 43-015-9. 43-015(11)(T) - An owner or operator of a facility shall not allow any persons other than those employees of the facility owner or operator who are appropriately certified or a licensed asbestos abatement contractor to perform an asbestos abatement project in or on that facility unless exempted by 43-015-8 or 43-015-9.
- B. Initial Action Taken: NON #3889 issued 05/03/2023
- C. Subsequent Action: PENDING – Cleanup of property ahead of schedule.
- D. Resolution: PENDING

For a perspective of the total number of enforcement actions for calendar year 2023 compared to previous years

| Year | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | *2023 |
|-------------------------------------------|------|------|------|------|------|------|------|------|------|------|-------|
| Notices of Non-compliance and Warnings | 51 | 36 | 38 | 41 | 39 | 41 | 55 | 15 | 21 | 24 | 16 |
| Notices of Violation with Civil Penalties | 23 | 28 | 37 | 37 | 28 | 43 | 37 | 26 | 17 | 24 | 12 |

* Year-To-Date

OUTDOOR BURNING LETTER PERMITS: 09/01/2023 to 09/30/2023

There were no Outdoor Burning Letter Permit (OBLP) issued in September.

ASBESTOS ABATEMENT: 09/01/2023 to 09/30/2023

During September, LRAPA received 46 notices of asbestos removal projects, none of which were schools.

For perspective, here is how the total number of asbestos abatement notices filed, how many were schools and the number of notices inspected for calendar year 2023 compares to previous years:

| Year | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | *2023 |
|--------------------------------------------|------|------|------|------|------|------|------|------|------|------|-------|
| Total Asbestos Abatement Notices | 351 | 352 | 426 | 444 | 543 | 428 | 488 | 439 | 408 | 465 | 367 |
| School Asbestos Abatement Notices (NESHAP) | 24 | 21 | 24 | 27 | 28 | 24 | 16 | 25 | 20 | 16 | 15 |
| Number of Asbestos Abatements Inspected | 96 | 67 | 89 | 82 | 120 | 770 | 94 | 93 | 104 | 115 | 72 |

* Year-To-Date

PERMITTING (TITLE V AND ACDP): 09/01/2023 to 09/30/2023

LRAPA currently permits 14 Title V sources and approximately 275 Air Contaminant Discharge Permit (ACDP) sources. Below are the total numbers of permit activities that are new, renewals, modifications, construction approvals, registration applications, terminated and/or total issued permits the Operations staff currently have in process.

| Category of Permit Activity | Title V | ACDP | Registration | Total Active |
|------------------------------------------|---------|------|--------------|--------------|
| New | 1 | 5 | - | 6 |
| Renewals | 5 | 9 | - | 14 |
| Modifications | 1 | 2 | - | 3 |
| Constructions | - | - | - | - |
| Registrations | - | - | - | - |
| Terminated Permits | - | - | - | - |
| Total Issued Permits Year-to-date | 5 | 43 | - | 48 |

UPCOMING LRAPA BOARD AGENDA ITEMS

This schedule outline is a preview of upcoming agenda items, and we will update it as the time frames for additional issues become firmer.

November 2023:

- Budget Update QR 1
- Airmetrics Business Plan Update
- Oakridge Air Project Status Report
- Rulemaking 47 request

December 2023(*optional*):

- Supplemental Budget
- Recruitment Director position

January 2024:

- Preview upcoming appointments on board and committees.
- Budget Committee Meeting supplemental budget FY24
- Supplemental Budget FY24
- Audit FY23 report
- Rulemaking request

February 2024:

- Elect board chair and vice-chair
- Appoint new budget committee members and budget officer
- Budget forecasting models
- Budget Update QR 2

September 2023 Public Affairs, Monthly Summary

Smoke management from wood stoves, outdoor burning, and wildfires

Fire concerns persisted into September; however, the air quality impact from local wildfires has notably diminished. As we transition into the fall season, there has been an uptick in outdoor burning complaints, most likely from rural residents initiating outdoor burns ahead of the official opening of the fall outdoor burning season. Preparation for the home wood heating season is in full swing. LRAPA has disseminated home wood heating exemption applications and is currently in the process of accepting and reviewing candidates for the program. Additionally, improvements to the LRAPA outdoor burning webpage are in the pipeline, thanks to a work order submitted to our website vendor. These updates are expected to roll out in the coming weeks. Finally, we have arranged for home wood heating messages to be displayed on a reader board in Oakridge as the Home Wood Heating season commences.

Public outreach efforts

LRAPA has been diligently working on community engagement. We recently presented information on air quality monitoring and accessing AQI to the Jefferson Westside Neighbors. This presentation also covered our ongoing efforts to protect indoor air quality. Furthermore, LRAPA continues to engage collaboratively with local residents, regulatory bodies, and government entities on soil remediation activities concerning J.H. Baxter, a closed wood preservation business in West Eugene.

Public Meetings, Hearings, and Events

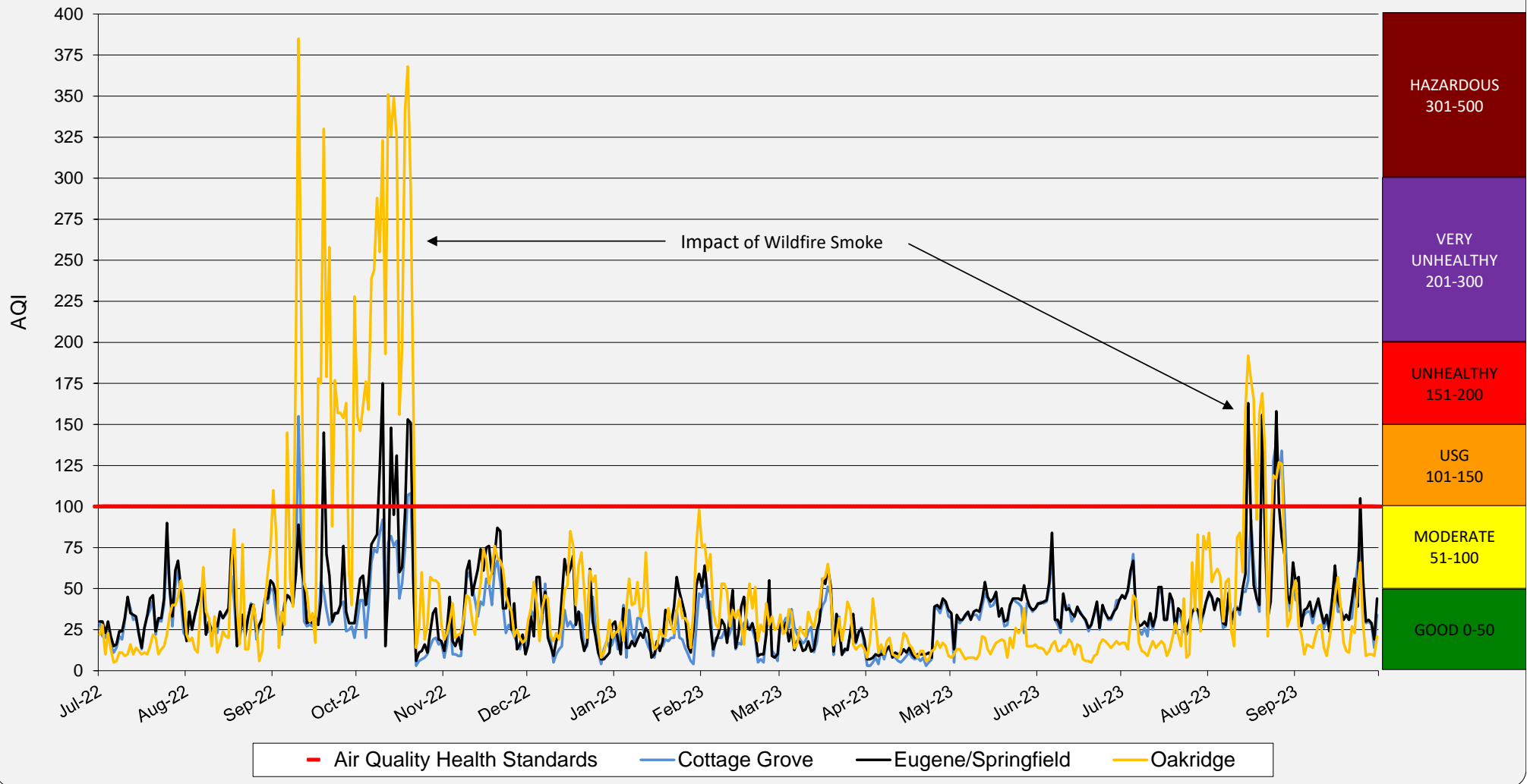
Public affairs were present or participated in the following events:

- Jefferson Westside Neighbors Air Quality Presentation – September 12, 2023 | 6:30 pm – 7:30 pm
- J.H. Baxter Public Meeting – September 19, 2023 | 6:00 pm – 7:30 pm

| | DATE | MEDIA | REPORTER | TOPIC |
|----------------|------------|----------------------------------------------------------------------------------------|----------------|----------------------------|
| Media Contacts | 09-15-2023 | KLCC | Karen Richards | Air Quality & Lookout Fire |
| Press Releases | 09-11-2023 | Rivers to Ridges plans strategic ecological burns for 2023 in key areas of Lane County | | |
| | 09-28-2023 | Delay in fall outdoor burning season until October 15 | | |

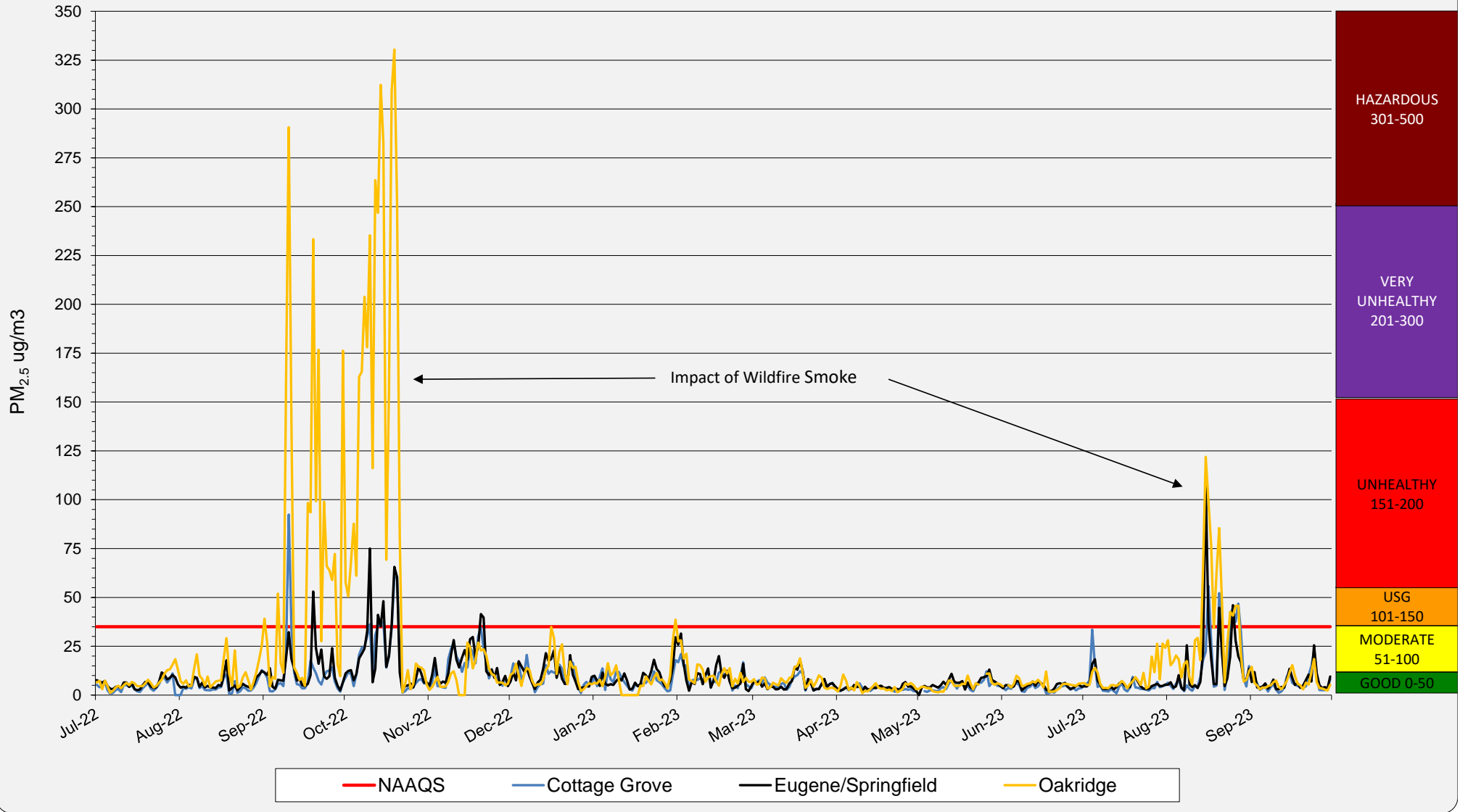
Daily Air Quality Index Chart

This 15-month chart demonstrates the seasonality of the pollutants.



Daily PM2.5 Levels

Daily Sampling, NAAQS Exceedance is Triggered on the 8th High



EXECUTIVE DIRECTOR



LRAPA
Lane Regional Air Protection Agency

EXECUTIVE SEARCH PROVIDED BY





THE REGION

Lane County Oregon, situated at the southern end of the picturesque Willamette Valley, stretches for 150 miles from the Cascade Mountains to the Pacific Ocean. The Willamette River flows the entire length of the valley and is bordered on three sides by majestic mountain ranges. Interstate 5, which runs north and south from the Canadian to Mexican borders bisects the County. Lane County is 4,554 square miles in size and its 2019 population was 382,067, with the incorporated cities of Eugene and Springfield comprising approximately 60% of the county's total population.

Embraced by the scenic Willamette and McKinzie Rivers and home to a 92.9 mile segment of the Pacific Crest Trail, the area is a natural gateway to outdoor adventures in the area's beautiful surroundings. Lane County's mild winters and warm summers make the region a great home for both outdoor enthusiasts and their city-dweller counterparts. The area affords ample room for beachcombing, bike riding, skiing, hiking, hunting, fishing, backpacking, and camping while its metropolitan center offers a dynamic mix of arts and culture, shopping, dining, sporting events, and entertainment. Quaint, rural communities are home to historic covered bridges, award-winning wineries, art galleries, fish hatcheries, antique shops, and roadside cafes, all exuding small-town charm.

THE AGENCY

Lane Regional Air Protection Agency (LRAPA) was created in 1968, when Lane County, Eugene, and Springfield entered a joint agreement, however air pollution control in Lane County began in the early 1950s with the Eugene Fire Department. A separate air pollution control office was established within the Eugene city government and remained there until the State of Oregon authorized the creation of regional air protection agencies to encourage local action on air pollution issues. LRAPA was formed and headed by a three-member board representing the joint members.

LRAPA is the local air quality protection agency for southern Willamette Valley with a jurisdiction covering Lane County, Oregon. Its member jurisdictions include Lane County and the cities of Eugene, Springfield, Cottage Grove, and Oakridge. Its purpose is accomplished in a manner that reflects local priorities and goals while also meeting federal and state air pollution control requirements and health-based standards. The LRAPA carries out its mission to protect and enhance air quality through a combination of regulatory and non-regulatory programs and activities.

Today, LRAPA is directed by a nine-member board of directors which is the policy-making arm of the agency. Membership includes four representatives from the city of Eugene, two representatives from the city of Springfield, and one representative each from Lane County, the city of Cottage Grove, and the city of Oakridge. Board seats are filled by elected and appointed citizens placed by their respective city councils and county board of commissioners. The agency also relies on additional public input from its Citizen Advisory Committee which includes representatives from industry, environmental, public health, fire suppression, agriculture, community planning, and the general public.

ABOUT THE POSITION

The LRAPA Board of Directors appoints the Executive Director, who hires and directs LRAPA's professional and technical staff of 19. LRAPA is a small agency but fosters strong relationships with stakeholders on a local, state, and federal level. It's mission is to protect public health, community well-being, and the environment as a leader and advocate for the improvement and maintenance of air quality in Lane County. The agency fulfills this mission by managing programs that:

- Educate the community and seek public support for progressive programs to reduce air pollution
- Reduce emissions where potential air quality or health concerns exist
- Ensure industrial sources and individual citizens comply with air quality regulations

The Executive Director leads the Agency's technical and professional staff in the following areas:

Administration, Planning, and Public Outreach - provides support to all internal and external agency services; identifies present and future air quality problems, develops necessary management and control strategies; and promotes the understanding, causes, and prevention of air pollution through various education strategies. The administrative staff provides support to all external services, handles complaints from the public, provides financial services, and human resource management support.

Compliance Operations - provides enforcement, permitting, and compliance of all regulations through operational conditions, inspections, and enforcement procedures. The Agency manages 300-plus permitted industries, including 15 Title V companies. Permitting establishes conditions under which regulated industrial sources may operate to minimize air pollution. Compliance is assured through inspections and enforcement actions taken to correct violations as needed. Special programs include asbestos abatement regulation and enforcement of open burning rules and regulations.

Monitoring and Data Management - provides air quality data through a network of eight key monitoring sites throughout Lane County including meteorological sites that operate 24 hours/day, seven days/week. These sites collect and analyze particulate matter, ozone, carbon monoxide, and hazardous air pollutants data for use with compliance determination and maintenance. Data is used to evaluate progress in improving air quality and to determine whether federal air quality standards are being met. Air quality data is reported daily by the news media and are available continuously on the LRAPA website.

Airmetrics - the Agency owns the rights to manufacture, market, and sell the MiniVol™ Portable Air Sampler and offers a full line of consumables, accessories, and services, including filter weighing and rental samplers. Total sales for this product in fiscal year 2019-20 was more than \$1.1 million. Sales for the current year will be lower due to COVID-19 impacts but still projected to reach \$650,000. There are strong distributor sales in South Korea, Malaysia, Canada, Hong Kong, South Africa, and the United Kingdom. An update to the business plan is scheduled in the coming fiscal year.

The proposed budget for LRAPA Fiscal Year 2019-2020 is \$6,408,080 with a core operating budget of \$2,711,700.

Mission

Lane Regional Air Protection Authority's mission is to protect public health, community well-being, and the environment as a leader and advocate for the improvement and maintenance of air quality in Lane County.



IDEAL CANDIDATE

Lane Regional Air Pollution Authority seeks a highly motivated and energetic leader who is skilled in strategic thinking and planning to become its next Executive Director. The Clean Air Act regulations are the most complex of any environmental law. The successful candidate must be able to articulate complex regulations to elected officials and the public. The individual must work collaboratively within the regulated industry, as well as learn Oregon's Cleaner Air program and the unique policy and legislative issues it brings.

Members of the LRAPA Board represent both sides of the major political philosophies. While members have differing opinions on things, they work well together.

The chosen candidate will be:

- A passionate advocate for air quality, committed to sustainability and environmental justice, and dedicated to agency goals, staff, and the community.
- A strong leader with excellent interpersonal skills.
- A good communicator who can navigate diverse political environments and can work productively with both urban and rural constituencies with the demonstrated ability to establish and maintain productive working relationships.
- A relatable manager who can attract and develop a diverse leadership team and staff while growing, developing, and engaging internal talent.
- An administrator who effectively motivates staff while maximizing employees' skill sets.
- A thoughtful listener who provides constructive feedback and who values each employee for their individual contributions.
- A humble and principled individual who possesses strong internal accountability, transparency, and an open-minded attitude.
- A champion of change who can simultaneously keep a steady hand at the helm.
- A confident visionary who continuously looks for improvement, effectively conveying their vision with aptitude and finesse.
- An empathetic and compassionate leader with emotional intelligence.
- A results-oriented manager whose focus is outcome without unnecessary involvement in agency detail operations.
- A well-organized leader who can develop and implement effective action plans.
- Sensitive to the economic impact of air quality improvements on area businesses and a demonstrated ability to develop mutually-beneficial solutions.
- A supporter of the agency's mission to protect public health, the community's well-being, and the environment by serving as a leader and advocate for the improvement and maintenance of air quality in Lane County



EDUCATION & EXPERIENCE

The position requires a bachelor's degree in environmental engineering, social, natural, or physical sciences or a related field and seven to 10 years of increasingly responsible management-level experience in air pollution or other environmental control programs, with at least five years of supervisory experience. Federal, state, and local grant management experience, as well as experience identifying and obtaining funds from private foundations, is essential. Experience in public engagement and mediation with a wide range of stakeholders (i.e. member communities, other levels of government including state and federal as well as permit holders) and experience working with and for a Board of Directors and policy advisory groups is a key requirement.

A master's or Ph.D. in environmental engineering, social, natural, or physical sciences, or related field and certification as a professional engineer or quality environmental professional is preferred. Prior experience working for or with a government agency, air quality regulatory experience, and familiarity with Oregon and LRAPA unique air permitting programs is highly desired. The Agency desires a candidate with training in diversity and social and environmental justice, experience utilizing technology for improved productivity and effectiveness, and experience working with communities affected by air pollution. Bilingual in Spanish and strong budgeting and financial skills are a plus.



COMPENSATION & BENEFITS

The salary range for the Director is \$90,456 - \$122,424 annually. Placement within the range will be based upon the selected candidate's experience and qualifications.

The Agency offers a comprehensive benefits package which includes: A 401(k) retirement program with Agency contribution of 8% and a 6% employee contribution; 23 days per year of combined leave; 10 paid holidays plus one floating holiday annually; two highly competitive health plan options including a Flexible Spending Account; long-term disability insurance, and a \$50,000 life insurance policy.



APPLICATION PROCESS

Please apply online at <http://bit.ly/SGROpenRecruitments>

For more information on this position contact:

Kurt Hodgen, Senior Vice President

KurtHodgen@GovernmentResource.com

540-820-0531



It is the policy of LRAPA to not discriminate on the basis of race, color, national origin, age, sex, disability, sexual orientation, or marital status in administration of its programs or activities, and, LRAPA does not intimidate or retaliate against any individual or group because they have exercised rights protected by 40 C.F.R. Parts 5 and 7, or for the purpose of interfering with such rights.



RESOURCES

Lane Regional Air Pollution Authority

lrapa.org

Lane County Oregon

lanecounty.org

Springfield, Oregon

springfield-or.gov

Eugene, Oregon

eugene-or.gov





Olympic Region Clean Air Agency

ORCAA



Olympic Region Clean Air Agency

welcomes your
application for the
position of



**EXECUTIVE
DIRECTOR**



ORCAA

The Olympic Region Clean Air Agency (ORCAA) is a local government agency charged with regulatory and enforcement authority for air quality issues in Clallam, Grays Harbor, Jefferson, Mason, Pacific, and Thurston counties. ORCAA is one of seven such regional air pollution control agencies in Washington state.

Established in 1968 after passage of the Clean Air Washington Act (RCW 70.94), the agency is responsible for enforcing federal, state and local air pollution standards and governing air pollutant emissions from new and existing sources. A nine-member Board of Directors establishes the policies of the agency.

The Board comprises a representative from each of the six counties in ORCAA's jurisdiction, plus representatives of the three largest cities in the territory; Lacey, Olympia, and Tumwater. The Board is responsible for selecting an Executive Director, who serves as the administrative manager of the agency's professional staff. The Executive Director also enforces the orders, ordinances, resolutions and regulations of the agency.

REGIONAL OPPORTUNITIES



The Olympic Region Clean Air Agency's jurisdiction encompasses six counties stretching from the Columbia River to the Strait of Juan de Fuca, and Puget Sound to the Pacific. Though mostly rural, this region also boasts some of the fastest growing urban centers in Washington, including the cities of Port Angeles and Sequim along the northern coast, and Lacey, Olympia and Tumwater in the south-sound area.

Nestled within the heart of the region is Olympic National Park, one of the nation's oldest and wildest parks. Also designated a World Heritage Site, the 1,400-square miles of Olympic National Park includes more than 73-miles of wild Pacific coast (the longest stretch of wilderness coastline in the contiguous 48 states) as well as snow-capped Mount Olympus, glaciers, alpine meadows and one of the few temperate rain forests in the world. The luxuriant forest is created by the warm, moisture-laden air from the Pacific, meeting the mountains and dropping more than 12 feet of rain a year. It is home to some of the world's largest conifers, towering 230 feet.



THE IDEAL CANDIDATE

ORCAA is seeking a new Executive Director who will be a leader in developing and maintaining an organization that is characterized by efficiency, cooperation, and positive interpersonal working relationships.

Summary of Duties

- Administers and manages all the activities of the Olympic Region Clean Air Agency. This includes development and implementation of the agency's Air Quality Management Strategic Plan to ensure the effective application and enforcement of clean air regulations and provision of successful programs to reduce air pollution.
- Supervises agency employees to include selection; development of performance standards; training; coaching; assigning duties and responsibilities; motivating; monitoring work; evaluating performance; and confronting and resolving any performance discrepancies.
- Monitors regulatory and legislative developments affecting the Agency's programs, researches issues, and implements changes in programs as appropriate. Provides comment and leadership as the Agency's representative as needed on pending regulatory and legislative issues.
- Serves as a professional resource to the ORCAA Board. Keeps the Board fully informed on all areas of Agency programs, enforcement actions, and services through program reports, updates, and presentations. Develops and prepares agency reports and recommendations to the Board on regulations, policies and agency direction and focus.
- Reviews and updates, for board review and approval, the agency Procedure and Policy Manual and Board By-Laws.
- Makes final decisions and authorizes or initiates all required regulatory actions including, but not limited to, Notice of Construction air permits, Air Operating Permits, regulatory orders, and compliance schedules and penalties.
- Conducts and serves as hearings officer over public hearings initiated by the agency.
- Testifies on behalf of the agency during state and federal rule making proceedings, and PCHB hearings.
- Ensures a safe working environment for ORCAA employees.
- Prepares and presents annual budget to the Board of Directors; monitors compliance with approved budget; validates any variances; approves all expenditures for the Agency based on purchasing policies.
- Maintains the Agency's positive financial posture, review fees, penalty and violation guidance and reports any significant change to the Board.
- Maintains the agency's pay and compensation plan in line with comparable local air agencies.
- Acts as Agency representative and establishes effective working relationships with various advisory committees and intergovernmental committees and forums.
- Manages Agency-owned building, including tenant relations and services. Makes certain building is maintained in professional and safe manner. Oversees capital improvement projects.
 - Performs other duties as assigned.



COMPENSATION

The salary for the Executive Director is dependent upon qualifications with a potential range from \$150,000 to \$180,000. The Agency also offers an attractive benefits package, including:

- 11 paid holidays per year
- Two “Personal Holidays” per year
- Start accruing vacation and sick leave from day 1
- Can use leave upon accrual
- ORCAA currently pays 100-percent of full-time employee’s health, dental, vision and basic life coverage (health coverage includes LTD and EAP)
- Currently ORCAA pays \$525 toward dependent/family coverage
- Paid Family Medical Leave currently paid for by ORCAA
- Washington Cares Long Term Care Insurance (employee paid)
- Washington State Deferred Compensation Plan
 - ◇ Voluntary participation
 - ◇ No employer contribution
 - ◇ Public Employee Retirement System (PERS) – Two choices: PERS 2 or PERS 3 – specifics of the programs may be viewed online at www.drs.wa.gov

Olympic Region Clean Air Agency is an Equal Opportunity Employer.

TO APPLY

Persons interested in this position should submit the following information to the City of Olympia Human Resources Department:

- **Cover Letter**
- **Current Resume**

For additional information, please contact Linnaea Jablonski.

Phone: 360.753.8309

Email: ljablons@ci.olympia.wa.us

**Filing Deadline:
November 5, 2021**

Following the closing date, resumes will be screened according to the qualifications outlined on the application materials. The most qualified candidates will be invited to personal interviews with ORCAA’s Hiring Agency (City of Olympia).

A select group of candidates will be asked to provide references once it is determined that they may be recommended as a finalist.

References will be contacted following candidate approval. Finalist interviews will be held by ORCAA.

Candidates will be advised of the status of the recruitment following selection of the Executive Director.



Olympic Region Clean Air Agency

Job Description: Executive Director

REPORTS TO: Board of Directors

DIRECT REPORTS: Engineering Manager, Compliance Manager, Administrative Services Manager, Office Manager, Senior Air Monitoring Specialist, Communications Manager, Network Administrator

Basic Purpose

Under Board direction and authority, administers and manages all activities of the Olympic Region Clean Air Agency (ORCAA). Ensures the Agency effectively administers and enforces the regulations and responsibilities set forth in the federal and Washington State Clean Air Acts and applicable ORCAA Regulations.

Summary of Duties and Responsibilities

- Administers and manages all the activities of the Olympic Region Clean Air Agency. This includes the effective application and enforcement of clean air regulations and provision of successful programs to reduce air pollution. Administrative responsibilities include policy review and development; definition and measurement of agency goals and objectives; annual monitoring and evaluation of the effectiveness of the Agency's programs; development and adherence to the agency's budget; ensuring quality delivery of public services; collaboration with community groups, local jurisdictions, elected officials and state and federal governments.
- Supervises agency employees to include selection; development of performance standards; training; coaching; assigning duties and responsibilities; motivating; monitoring work; evaluating performance; and confronting and resolving any performance discrepancies. Provides leadership for the agency and responds with direction and focus during difficult and potentially traumatic events.
- Ensures a safe working environment for ORCAA employees.
- Promote a diverse workplace which supports a positive, productive, fair, and safe learning environment and develops the organizational culture and promotes transparency and collaboration.
- Lead, support and develop a high-performance management team. Collaborating with the Leadership Team to develop and implement plans for the operational infrastructure of systems, processes, and personnel.
- Develop and implement the agency's strategic plan.
- Monitors regulatory and legislative developments affecting the Agency's programs, research issues, and implement changes in programs as appropriate. Provides comment and leadership as the Agency's representative on pending regulatory and legislative issues.
- Serves as a professional resource to the ORCAA Board. Keeps the Board fully informed on all areas of Agency programs, enforcement actions, and services through program reports, updates, and presentations. Develops and prepares agency reports and recommendations to the Board on regulations, policies, agency direction, and focus.
- Reviews and updates, for board review and approval, the agency Policy and Procedure Manual and Board By-Laws.
- Makes final decisions and authorizes or initiates all required regulatory actions including, but not limited to, Notice of Construction air permits, Air Operating Permits, regulatory orders, compliance schedules and penalties. Ensures all laws and regulations are faithfully executed and uniformly enforced.
- Conducts and serves as hearings officer over public hearings initiated by the agency.
- Testifies, as necessary, on behalf of the agency during state and federal rule making proceedings, PCHB hearings and legal proceedings.
- Prepares and presents annual budget to the Board of Directors; monitors compliance with approved budget; validates any variances; approves all expenditures for the Agency based on purchasing policies.
- Maintains the Agency's positive financial posture, review fees, penalty and violation guidance and reports any significant change to the Board.
- Actively engages with local government and other communities in ORCAA's jurisdiction. Seeks opportunities for cooperative projects. Regularly meets with service groups. Promotes ORCAA in the media and societal functions. Establishes effective working relationships with various advisory committees and intergovernmental committees and forums.

- Maintains the agency's pay and compensation plan in line with comparable local air agencies.
- Manages Agency-owned building, including tenant relations and services. Makes certain building is maintained in professional and safe manner. Oversees capital improvement projects.
- Performs other duties as assigned.

WORKING CONDITIONS

The Executive Director works primarily in an office setting with frequent contact with other members of the Agency, the governing Board, and others in the air quality field both locally and nationally. The Executive Director must be available to work early morning, lunch, evenings and/or weekends. This position is subject to the stress of managing competing demands, interacting with difficult people, and meeting program and project deadlines. Travel may be required to work in all 6 counties of the region and nationally.

EXPERIENCE, EDUCATION, AND TRAINING

The qualified applicant will have at least seven years of progressively responsible and well-rounded work experience in a management or administrative capacity with at least four years of direct supervision AND a bachelor's degree in public administration, environmental, physical, or natural sciences, environmental planning, or a related field. Master's degree in public administration, business administration or environmental field desirable but not mandatory. OR any combination of experience, education, and training that would provide the level of knowledge and ability required.

MANDATORY QUALIFICATIONS

Must be fully vaccinated for COVID-19

Must pass a background investigation. Must be bondable.

Must have a valid Washington State Driver's license and a driving record acceptable to the Board and the Agency's insurance carrier for the use of an agency vehicle for agency business. Must be able to provide own transportation to and from the ORCAA office in Olympia.

Verification of identity and United States work authorization must be complete as required by the Immigration Reform and Control Act.

ORCAA is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to BIPOC, race, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

EMPLOYEE STATUS DESIGNATION

Exempt; full-time; regular; salaried

SELECTION CRITERIA

Candidate should be a quick study, with the ability to interpret, analyze, and critique materials ranging from letters, memos, legal documents, and governmental regulations. Should also possess the ability to quickly become proficient in administering the agency's air quality regulations and programs.

Candidate should be able to analyze a variety of administrative or regulatory problems and to make sound recommendations as to their solution. In review of regulatory actions and assessments, able to make sound judgements, based on clear and objective assessment of the facts, looking at both long- and short-term ramifications. Considers advantages and disadvantages of proposals and offers statistical data, supportable documentation, and/or financial analysis to support recommendations.

Candidate will exhibit leadership in developing and maintaining an organization that is characterized by efficiency, cooperation, and positive interpersonal working relationships and a consistently high level of customer service. Leads by example maintaining a high level of intellectual curiosity and ethical judgement.

Candidate is knowledgeable about the methods and procedures to establish and administer an environmental control program, in addition to awareness of current trends and developments in the field of public administration.

Candidate excels at managing a busy, hectic workload. Meets deadlines, juggles multiple priorities, and works successfully under pressure.

Candidate demonstrates a talent for effective verbal and written communication of complex concepts. Ability to present complex and/or technical information to a variety of audiences in a clear, understandable, and non-technical manner. This may include the public, Board members, and federal, state, and local government officials and representatives.

Candidate employs management and organizational principles and practices as well as the ability to incorporate those in leadership behaviors.

Candidate establishes and maintains good working relationships with a diverse population of professionals and agency contacts at all levels of government

Candidate anticipates, expedites, and resolves problems that enables the agency to consistently provide an excellent quality of service delivery and/or be more productive with fewer resources or maximize the resources it has.